



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI: DD
Number: 4352.1
Date: June 6, 2003
Subject: Inmate/Offender Deaths

1. **PURPOSE AND SCOPE.** To establish procedures for the identification, verification, reporting and documentation of death of an inmate/offender at the Central Detention Facility (CDF) or contract facility.
2. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Inmate/offender deaths shall be timely processed and documented.
 - b. Where appropriate, the inmate/offender's next of kin will be notified in a timely and compassionate manner.
3. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded**
PS 6011.2A "Notification of Next of Kin" (9/15/95)
 - b. **Directives Referenced**
 - 1) OM 02-001 "Records Training Technical Reference Manual" (5/6/02)
 - 2) DO 4410.1B "Religious Programs" (10/15/91)
 - 3) PS 1280.2B "DCDC Notification Procedures" (9/15/00)
4. **AUTHORITY.** D.C. Code § 24-211.02 Powers; Promulgation of Rules (Formerly §24-442)
5. **STANDARDS REFERENCED**
 - a. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-1E-01 and 3ALDF-4E-45.
 - b. American Correctional Association 4th Edition Standards for Adult Correctional Institutions:

- c. American Correctional Association 4th Edition Performance Based Standards for Adult Community Residential Services: 4-ACRS-7D-14.
- d. American Correctional Association Standards for Correctional Health Care in Adult Correctional Institutions 1-HC-7A-05.

6. **DEFINITION**

- a. **Inmate** – Any person in the custody of the Department of Corrections (DOC) who is assigned to the Central Detention Facility, the Correctional Treatment Facility or other secure facility.
- b. **Offender** – Any person in the custody of the DOC who is assigned to a halfway house.

7. **PROCEDURES**

a. **NOTIFICATION**

- 1) **Contract Facilities.** In the event of an inmate/offender death within a contract facility, notification shall be made as follows:

- a) **Corrections Corporation of America (CCA)/Correctional Treatment Facility (CTF)**

- (1) Within one hour of an inmate's death or within one hour of the time staff becomes aware of the death, CTF shall notify the DOC Contract Monitor.
- (2) The Contract Monitor shall notify the CDF Command Center.
- (3) CTF shall utilize the incident reporting and notification forms and procedures specified in CCA Policies 5-1, "Incident Reports" and 13-74 "Privacy of Care".

- b) **Contract Halfway House**

- (1) Within one hour of an offender's/inmate's death or within one hour of the time staff becomes aware of the death, the contract halfway house shall notify the DOC Community Corrections Administrator.
- (2) The Community Corrections Administrator shall notify the CDF Command Center.
- (3) Contract halfway houses shall utilize the incident reporting and notification forms and procedures specified in PS 1280.2B

“Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences”.

- 2) **DOC.** In the event of a death of an inmate in the custody of the DOC, the Command Center shall be notified within one hour of the inmate’s death or within one hour of the time the staff becomes aware of the death.
 - a) The CDF Command Center staff shall contact the Major or designee and relay the information as prescribed in this directive.
 - b) The CDF Major shall ensure notifications are made in accordance with PS 1280.2B, to include the Chaplain for notification of next of kin.
- b. **IDENTIFICATION.** The CDF Major shall ensure that a staff member is immediately dispatched to the facility holding the body (hospital, medical examiners office, morgue, etc.) to:
 - 1) Obtain Fingerprints, and
 - 2) Obtain copies of the death certificate, if available, and/or any other documents that verify the death.
- c. **DOCUMENTATION**
 - 1) The death report package shall be completed as follows:
 - a) If the deceased inmate/offender was assigned to CDF or the Correctional Treatment Facility (CTF), the Major for Operations or designee at CDF shall complete the death report package.
 - b) If the deceased offender was assigned to a Halfway House, the Community Corrections Administrator shall complete the death report package.
 - 2) The inmate/offender death report package shall contain the following documents:
 - a) A copy of the Extraordinary Occurrence Report,
 - b) A copy of the death certificate, coroners report and/or any other documents that verify the death or document the circumstances leading to the death,
 - c) A copy of the fingerprint card,
 - d) A photograph of the deceased inmate/offender,

- e) A copy of Face Sheets One and Two, and
 - f) Any other pertinent information.
- 3) The affected CDF Major or the Community Corrections Administrator shall ensure copies of the inmate/offender death report package are forwarded to the Director, Deputy Director and Office of Public Affairs.
 - 4) The affected CDF Major or the Community Corrections Administrator shall ensure the original fingerprint card and a copy of the inmate/offender death report package is hand delivered to the CDF Records Office.

b. RECORDS OFFICE VERIFICATION

- 1) After receiving documentation verifying an inmate/offender death, the Senior Legal Instruments Examiner at the CDF Records Office shall ensure that the following steps are taken:
 - a) Positive identification of the inmate/offender is established by comparing the fingerprints taken from the body to the fingerprint card in the inmate/offender's record. The card shall then be signed and dated by the person who read the prints and confirmed the identification.
 - b) After positive identification of the inmate/offender has been established, the procedures contained in Section 15 of the DCDC Records Training Technical Reference Manual, "Permanent Release to Death", shall be followed.
- 2) In cases where death has been confirmed and positive identification has been established, but the death certificate, coroner's report or other documents needed to effect a permanent release to death are not immediately available, the Major for Operations or designee shall notify the CDF Records Office and have the inmate/offender placed on temporary release to the medical examiner in the Jail And Community Corrections System (JACCS).

e. NOTIFICATION OF NEXT OF KIN

- 1) After receiving notification of the death of an inmate/offender, the DOC Chaplain shall within eight hours, notify the inmate/offender's next of kin listed in JACCS and/or the official inmate/offender record by telephone. All attempts to contact the next of kin shall be documented on the Next of Kin Notification Form (attached) and filed in the inmate/offender's record.
- 2) If attempts to contact the next of kin by telephone within eight hours are unsuccessful, the Chaplain shall compose a letter notifying the next of kin of the death and instructing them to contact the DOC Chaplain at Central Detention Facility for details and additional information. The letter shall be sent

by express certified mail, return receipt requested, by the close of the next business day.

- 3) If there is no response to the express certified mail, the Chaplain shall make notification to the Deputy Warden for Programs. The Deputy Warden for Programs shall contact the Community Corrections Administrator who shall assign the case to the Warrant Squad.
- 4) A Warrant Squad investigator shall conduct an investigation to locate the inmate/offender's next of kin.
- 5) If the next of kin is located, the investigator shall hand deliver the Chaplain's letter.
- 6) If the investigator is unable to locate the next of kin, he/she shall submit a report, through the chain of command to the Deputy Director, outlining the steps taken in an the attempt to locate the next of kin. A copy of this report shall be placed in the inmate/offender's record.

8. **BURIAL ASSISTANCE**

Next of kin or other persons in need of burial assistance shall be referred to the D.C. Department of Human Services, Burial Assistance Unit, at 202-698-4112.



Odie Washington
Director

Attachment – Next of Kin Notification Form